

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DOT1078555**

DATE POSTED: **03/24/14**

POSITION NO: **242921**

CLOSING DATE: **04/04/14**

POSITION TITLE: **Senior Programs & Projects Specialist**

DEPARTMENT NAME / WORKSITE: **Navajo Division of Transportation/Department of Roads/Administration, TseBonito, NM**

WORK DAYS: **Monday-Friday** REGULAR FULL TIME: ☒ GRADE/STEP: **Y67A**

WORK HOURS: **8:00am-5:00pm** PART TIME: ☐ NO. OF HRS./WK.: **50,544.00** PER ANNUM

SEASONAL: ☐ DURATION : **24.30** PER HOUR

TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Under the direction of Department of Roads' Department Manager will manage and guide the construction engineering and quality control programs; develop Construction project plan for heavy road maintenance projects and special projects relative to road maintenance, monitor heavy road maintenance and road improvement/construction projects; establish standards and develop project scope of work and schedule of values, compile and maintain project progress reports in accordance with project scope of work, schedule of values and budget and contract terms and agreements, construction close out reports; and review technical and environmental reports in accordance to terms/condition with the Clean Water Act and Environmental standards; oversee the development and updates of Road Maintenance Plan, Annual Work Plan, Safety Plan, Snow and Ice Removal Plan, Quality Assurance Plan and Control Plan, develop program budgets and assist with Department Budget development and process; assist the Department administrative support section in the contract management of the Federal Highway Administration agreement and contract terms and conditions; work Closely with Federal Highway Administration, Bureau of Indian Affairs; Navajo Region Office and Office of Management and Budget on implementation of contract requirements, track contract timeline and measure program productive/progression in accordance Code of Federal Requirements; and oversee FHWA road maintenance service, projects and "special projects"; plan and develop grant charts/schedule of work with Road Maintenance Program; work closely with Civil Engineer, Fleet Coordinator, Safety Officer and Safety Technician.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

\*A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of responsible program related administrative experience.

**Preferred Qualifications:**

- \*A Master's degree in Business Administration or a closely related field.
- \* Experience in developing management, strategic and fund management plans.
- \*Proficient in Microsoft Office software and other computer applications.

**Special Requirements:**

Possess a valid state driver's license

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state, and Navajo Nation laws, regulations, guidelines, and policies and procedures. Skilled in coordinating, prioritizing and handling multiple tasks; skilled in written and verbal communication in the development of reports; skilled in maintaining accurate reports and accounts; and skilled in establishing and maintaining effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**